



Missouri Department of Conservation
GRANT GUIDELINES
Discover Nature Schools
Conserving Missouri's Aquatic Ecosystems
2009 – 2010

GRANT GUIDELINES—These guidelines are specific to the *Conserving Missouri's Aquatic Ecosystems* program. You must contact your local Education Consultant to obtain the grant application.

PURPOSE OF PROGRAM

The purpose of the Discover Nature Schools program is to promote conservation education through instructional units that meet grade-level expectations and encourage hands-on outdoor learning experiences. Each unit is designed to increase student understanding and appreciation of our natural resources and our role in conserving them.

AGREEMENT DURATION

1. The application period of this Agreement begins August 1, 2009 and ends with the application deadline of March 1, 2010.
2. All purchases must be made by May 1, 2010.
3. Teaching of the educational unit and related field experiences must be completed by May 21, 2010.
4. Grant report form with narrative, average pre- and post-instruction test scores and dated detailed receipts that show proof of payment for approved grant expenditures must be submitted no later than June 1, 2010.

MEASURABLE DELIVERABLES

MDC agrees to:

1. Furnish *Conserving Missouri's Aquatic Ecosystems*, an instructional unit on aquatic ecosystems (hereinafter referred to as *CMAE*). *CMAE* consists of a Student Guide and a Teacher Guide featuring activities suitable for classroom and outdoor learning and meeting specified science grade-level expectations.
2. Provide required training (minimum of 6 hours) for teachers using the *CMAE* unit.
3. Provide grant funding that will include a selection of options based on the school's aquatic education needs. Options include funding for fishing equipment, instructional materials and equipment for aquatic studies, and bus transportation costs for field experiences.
4. Provide a primary local MDC Outreach and Education Division contact (Education Consultant).

Discover Nature School agrees to:

1. Designate a lead contact/teacher who will make decisions and direct implementation of the program. **This person is responsible for submitting a completed grant report and dated detailed receipts clearly showing proof of payment no later than June 1, 2010.**
2. **Require participating teachers to complete training (minimum of 6 hours) prior to initial delivery of the *CMAE* unit in the classroom.**
3. Require all students to complete at least eight chapters from the *CMAE* unit before May 21, 2010.
4. Require all students to complete at least one of the *CMAE* lesson activities outdoors before May 21, 2010.
5. After completion of the *CMAE* unit, submit dated detailed receipts clearly showing proof of payment (dated from time of approval letter receipt through May 21, 2010), average pre- and post-instruction test scores, and a brief final report narrative no later than June 1, 2010.



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MEASURABLE OUTCOMES

All students will complete the educational unit as specified and experience at least one related instructional activity in the outdoors in interaction with the natural environment.

FUNDING AND PAYMENT PROCESS

1. **The school will be notified with an approval letter accompanied with the initial payment. Costs incurred before receipt of approval letter are ineligible for reimbursement.**
2. Payment to the Discover Nature School will be the actual costs as documented, with dated detailed receipts clearly showing proof of payment, up to the maximum amounts stated herein.
3. The Discover Nature School will initially receive 50 percent of the grant award for Fishing Equipment and/or Aquatic Studies Supplies following submission and approval of a signed Agreement.
4. All funds from MDC must be deposited in a timely manner.
5. The Discover Nature School shall provide documentation of required reports, average pre- and post-instructional test scores, and all costs associated with the approved Agreement by June 1, 2010, before final payment will be made.
6. The Discover Nature School will be reimbursed for bus transportation costs for field experiences after submission of dated receipts. Transportation documentation must be an official bus company receipt or detailed receipt on school letterhead signed by a school administrator.
7. Final payment will be made upon completion of the program and submission and review of required grant narrative report, average pre- and post-instruction test scores and dated detailed receipts clearly showing proof of payment.

APPROPRIATION

Funds for this project must be appropriated for each fiscal year and the Discover Nature School and MDC's obligations hereunder shall not be binding upon MDC for any period in which funds have not been appropriated.

REPORTING REQUIREMENTS

1. The Discover Nature School shall contact MDC's local contact, Aquatic Resources Education Coordinator or Education Programs/Curriculum Supervisor if any changes in the project arise. All changes must be approved prior to implementation. Failure to do so may result in denial of payment.
2. If, for any reason, the Discover Nature School cannot complete the instructional unit and related field experience(s) during the duration of the contract, further funds will not be provided, and any unused funds must be returned.

OWNERSHIP

1. Any equipment purchased with funds under this Agreement becomes the property of the Discover Nature School.
2. MDC reserves the rights to the copyright of all materials it produces and provides.

MONITORING REQUIREMENTS

1. **MDC's local contact shall monitor each project through ongoing informal monitoring by phone calls, on-site visits and e-mail.** The Aquatic Education Coordinator, Education Curriculum/ Programs Supervisor or representative will monitor financial information and project reports through desk review.
2. After project completion is verified and final reports are approved, MDC shall process final payment.
3. The Discover Nature School shall allow MDC access to all financial records and/or audited financial statements related to this agreement.



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GRANT ELIGIBILITY

* All purchases must be made by May 1, 2010.

FIRST YEAR OF PARTICIPATION (includes pilot year)

🚌 A field experience grant of up to \$7 per student (*maximum of \$3500 per school*) to cover bus transportation costs for field experiences.

AND

* A grant of up to \$500 to purchase **fishing equipment**.

AND

* A grant of up to \$500 to purchase **aquatic studies supplies**. (See "Materials Funded by Grant.")

* Grant funds will be disbursed as follows: 50 percent of approved amount for purchase of fishing equipment and/or aquatic studies supplies ***upon notification of approval of Agreement***; balance reimbursed upon completion of program and submission of required documentation. (See NOTE below.)

SECOND YEAR OF PARTICIPATION

🚌 A field experience grant of up to \$7 per student (*maximum of \$3500 per school*) to cover bus transportation costs for field experiences.

AND

** A grant of up to \$500 to purchase **fishing equipment (if this option was not selected in the previous year)**.

AND

** A grant of up to \$100 to purchase **aquatic studies supplies**. (See "Materials Funded by Grant.")

** Grant funds will be disbursed as follows: 50 percent of approved amount for purchase of fishing equipment and/or aquatic studies supplies ***upon notification of approval of Agreement***; balance reimbursed upon completion of program and submission of required documentation. (See NOTE below.)

THIRD AND SUBSEQUENT YEARS OF PARTICIPATION

🚌 A field experience grant of up to \$7 per student (*maximum of \$3500 per school*) to cover bus transportation costs for field experiences.

AND

*** A grant of up to \$100 to purchase **fishing and/or aquatic studies supplies**. (See "Materials Funded by Grant.")

*** Grant funds will be disbursed as follows: 50 percent of approved amount for purchase of fishing equipment and/or aquatic studies supplies ***upon notification of approval of Agreement***; balance reimbursed upon completion of program and submission of required documentation. (See NOTE below.)

NOTE: Documentation shall include dated detailed receipts clearly showing proof of payment (**no** packing slips) for all project costs including receipts for bus transportation, along with a grant narrative report and average pre- and post-instruction test scores.

Please contact your local MDC Education Consultant (www.mdc.mo.gov/teacher/contacts) to obtain the grant application.



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MATERIALS FUNDED BY GRANT

- All purchases must be made by May 1, 2010.
- **Only items on this list are eligible for reimbursement.* No substitutions.**
Keep all dated detailed receipts clearly showing proof of payment.

Aquatic Studies Supplies

- Water quality test kits, meters or other basic equipment [This may include thermometer, pH kit, conductivity meter, dissolved oxygen kit, nitrate kit (no computer modules)]
- Kick seine (a fine 3 × 3 foot net with 1/16-inch mesh and supporting poles on each side)
- D-Frame aquatic dip net with 1/32-inch mesh (2–3 nets)
- USGS 7.5-minute quadrangle topographic map for each group (If possible, obtain maps that include your school grounds or the field trip/study area and laminate before use.) (www.topomaps.usgs.gov/ordering_maps.html)
- Large foil roasting pans (3)
- Wooden stakes approx. 4' in length (30)
- Adhesive tape (e.g., Scotch or cellophane)
- Bottles of seltzer (unflavored carbonated water) (2)
- Plastic non-adhesive survey tape or spray paint
- String
- Crayons, washable markers, or colored pencils
- Dropper (for each student or each group)
- Food coloring (for each student or each group)
- Garden spades or small hand rakes
- Butcher paper
- Aluminum foil
- One-pound box of table salt
- White, shallow plastic pan (one per group of students working simultaneously)
- Poker chips (1 box)
- Yarn (1 skein of each: red, green, black)
- Safety goggles (one per student)
- Plant identification field guides (one per group of students) (e.g., *Golden Guide to Weeds* or *Golden Guide to Wildflowers*)
- Small magnifier boxes/magnifying glasses
- Squeeze bottle or water sprayer (one per group)
- Stopwatches (one per group)
- Transparency sheets
- Tweezers or forceps (one per student)
- White ice cube trays (2–3 per group of students working simultaneously)
- Plastic collection jars or observation containers

Fishing Equipment and Supplies

- Fishing poles [Zebco 33 Closed-face rods (A33C) recommended]
- Casting plugs
- Bobbers
- Sinkers
- Fishing hooks
- Extra fishing line
- Bait
- Small tackle box
- Fishing pole caddies (enough to hold all poles)
- Hula hoops or Backyard Bass (Ironwood Pacific)

* **NOTE:** Not all materials required to complete CMAE activities are funded by this grant.

Materials NOT Funded by Grant

- Items such as first-aid kits, insect repellent, hand sanitizer, bottled water or shelter reservations are not reimbursable.

Equipment (to be provided by school)

- Computer with Internet connectivity (optional)
- Overhead projector (or other projection technology)
- TV/DVD player